

**MINUTES OF A REGULAR MEETING OF  
THE TORRANCE TRAFFIC COMMISSION**

**1. CALL TO ORDER**

The Torrance Traffic Commission convened in a regular meeting at 7:00 p.m. on Monday, May 3, 2010 in the West Annex meeting room at Torrance City Hall.

**2. SALUTE TO THE FLAG**

The Pledge of Allegiance was led by Commissioner Clouch.

**3. ROLL CALL**

Present: Commissioners Clouch, Rudolph, Tsao, and  
Chairperson Galvin.

Absent: Commissioners Rische, Sargent, and Walter.

Also Present: Transportation Manager Semaan,  
Project Manager Sedadi,  
Planning Manager Lodan,  
Planning Assistant Suree,  
Torrance Police Area Traffic Officer Applegate, and  
Planning Associate Crump.

**MOTION:** Commissioner Tsao moved to grant excused absences to Commissioners Rische, Sargent, and Walter for the May 3, 2010 Commission meeting. Commissioner Clouch seconded the motion; a roll call vote reflected unanimous approval.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Tsao moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Clouch seconded the motion; a roll call vote reflected unanimous approval.

**5 APPROVAL OF MINUTES**

**5A. MINUTES OF MARCH 1, 2010**

**MOTION:** Commissioner Clouch moved for the approval of the March 1, 2010 meeting minutes as submitted. Commissioner Tsao seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Rische, Sargent, and Walter and with Chairperson Galvin abstaining).

**6. ORAL COMMUNICATIONS #1**  
None.

**7. ITEMS UNDER CONSIDERATION**

**7a. TRAFFIC COMMISSION WORKSHOP WITH LEN WOOD ON: ROLES AND RESPONSIBILITIES OF COMMISSION ON BEHALF OF COUNCIL; AND DEVELOPMENT OF WORK PROGRAM**

Transportation Manager Semaan introduced the item and welcomed Mr. Len Wood.

Mr. Wood gave each Commissioner a Commissioner's Little Handbook and presented the purpose of this workshop: 1) team approach to problem solving, 2) Commissioners' roles and responsibilities on behalf of City Council, and 3) development of work program items for the Commission. He showed examples of work program items and requested that Commissioners write action-oriented goals on index cards.

He distributed Strength Deployment Inventories (SDI), a management tool used in private and public sectors to show how an individual relates to others in a group setting. He explained that it presents two kinds of conditions: when everything is going well in relationships and when there is conflict or opposition.

From 7:14 to 7:38 p.m., Commissioners selected completion statements in the SDI and scored their responses. Mr. Wood collected the results and reviewed participants' different orientations and points of comparison between patterns of motivation.

Mr. Wood provided a PowerPoint presentation regarding roles and responsibilities of a Commission. He briefly reviewed Local Government Officials, Torrance Commissions, Council Manager Form of Government, Commission Environment, Commissioner Transition from Community Activist to Commission Member, and Commission Partnership with Staff, City Council, and Community. He noted that the Traffic Commission acts in an advisory capacity to City Council, formulates recommendations, functions as a group, and is the community eyes and ears. He discussed factors contributing to an effective Commission that include clarity of role and responsibilities, teamwork, handling influences of special interest groups, leadership of the chairperson, staff support, and homework.

He reviewed what an advisory role includes and does not include, formal reporting relationships, staff responsibilities, and effective Commission-staff partnerships. He discussed the role and responsibilities of the chairperson as well as member responsibilities. He showed a sample meeting energy cycle and offered recommendations for successful interaction with the audience. He explained the City Council decision process and how Commissions communicate with City Council.

Following a general discussion regarding site visits, the Commission broke for recess from 8:45 to 8:55 p.m.

Mr. Wood discussed key provisions of the Ralph M. Brown Act that requires that all aspects of the local decision-making process be conducted in public. He gave examples of different kinds of serial meetings, offered ways to avoid vulnerable times, and discussed how to address non-agenda items. He reviewed working as a team, group norms, positive and negative norms, and stages of team development. He concluded his presentation with examples of Commission pitfalls and successful Commissions. He collected work program items and requested that Commissioners submit any additional ideas to staff in the next two weeks, advising that the ideas would be prioritized at the next workshop meeting.

**7B. NOMINATION OF CHAIR AND VICE-CHAIR**

Commissioner Tsao nominated Commissioner Clouch for Chairperson and Commissioner Sargent for Vice-Chairperson; Commissioner Clouch respectfully declined the nomination.

Commissioner Clouch nominated Commissioner Sargent for Chairperson; Chairperson Galvin seconded the nomination. Chairperson Galvin nominated Commissioner Clouch for Vice-Chairperson.

A voice vote reflected unanimous approval to elect Commissioner Sargent as Chairperson and Commissioner Clouch as Vice-Chairperson of the Traffic Commission.

**8. ORAL COMMUNICATIONS #2**

**8a.** Transportation Manager Semaan distributed brochures regarding the South Bay Metro Green Line Extension Project Scoping Meetings.

**8b.** Transportation Manager Semaan advised that the Seaside Rancho holiday light issue would be discussed at the June 7, 2010 Commission meeting.

**8c.** Commissioner Clouch stated that he was been receiving Planning Commission agendas and received clarification that they are for information only.

**9. ADJOURNMENT**

At 9:32 p.m., Chairperson Galvin adjourned the meeting to June 7, 2010 at 7:00 p.m. in the West Annex meeting room.

Approved as Submitted June 7, 2010 s/ Sue Herbers, City Clerk
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